



AESOP—VeriTime

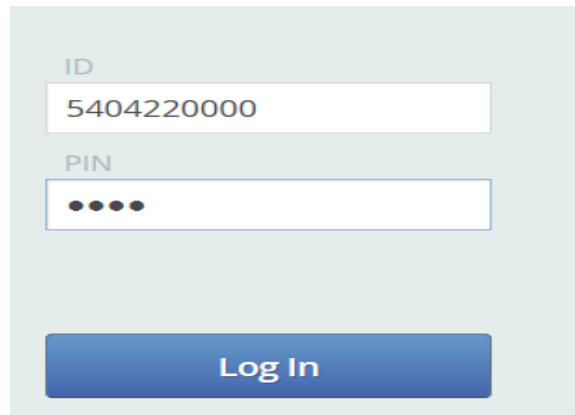
Employee Clock In and Clock Out

Each school will have a designated kiosk for employees and substitutes to clock in and out. The screen will look like the example below:

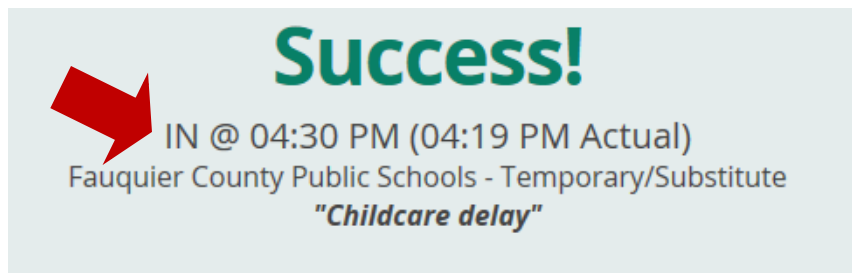
The screenshot shows the AESOP—VeriTime kiosk interface. At the top, a purple header bar contains the text "Time & Attendance" and "Formerly VeriTime" on the left, "AUBURN MIDDLE SCHOOL" and "Thursday 05/25/2017" in the center, and "IN/OUT - ID/PIN" on the right. Below the header, the time "01:56 PM" is displayed in large white digits. The main area is light gray and contains two input fields: "ID" and "PIN". Below these fields is a blue "Log In" button.

Step 1: You must clock in at the beginning of your shift. Enter your ID and PIN, click 'Log In':

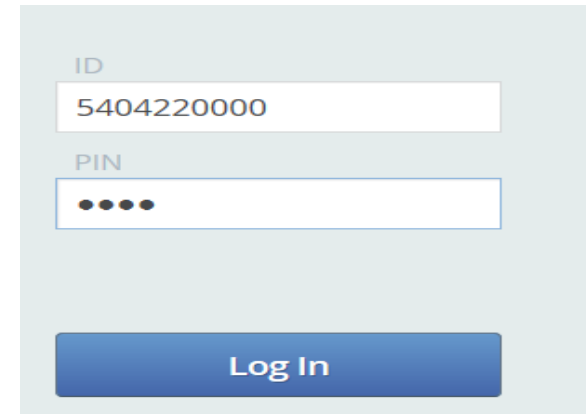
Reminder ID = school phone number
PIN = Employee number

A screenshot of a web form for clocking in. It has a light blue background. At the top, the label 'ID' is above a text input field containing '5404220000'. Below that, the label 'PIN' is above a text input field containing four black dots. At the bottom, there is a blue button with the text 'Log In' in white.

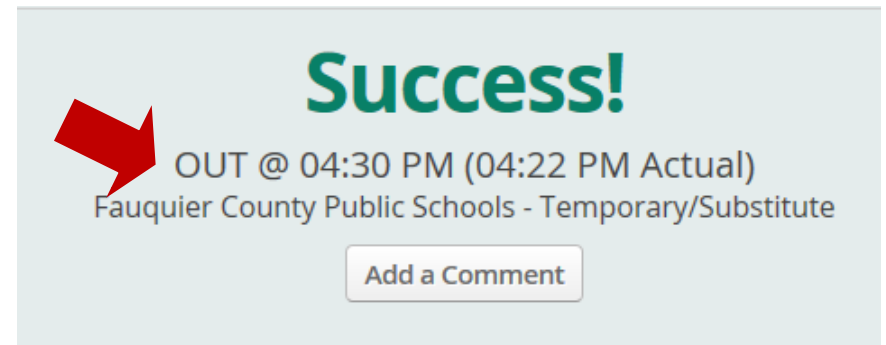
You will know that you have clocked in once the following screen appears:

A screenshot of a 'Success!' confirmation screen. It has a light blue background. At the top, the word 'Success!' is in large green font. Below it, a red arrow points to the text 'IN @ 04:30 PM (04:19 PM Actual)'. Underneath that is the text 'Fauquier County Public Schools - Temporary/Substitute' and at the bottom, in italics, 'Childcare delay'.

Step 2: You must clock out at the end of your shift. Enter your ID and PIN, click 'Log In':

A screenshot of a web form for clocking out. It has a light blue background. At the top, the label 'ID' is above a text input field containing '5404220000'. Below that, the label 'PIN' is above a text input field containing four black dots. At the bottom, there is a blue button with the text 'Log In' in white.

You will know that you have clocked out once the following screen appears:

A screenshot of a 'Success!' confirmation screen. It has a light blue background. At the top, the word 'Success!' is in large green font. Below it, a red arrow points to the text 'OUT @ 04:30 PM (04:22 PM Actual)'. Underneath that is the text 'Fauquier County Public Schools - Temporary/Substitute'. At the bottom, there is a button with the text 'Add a Comment'.